Warner Robins ALC

Directorate of Contracting

Developing, Fielding, and Sustaining America's Aerospa

Contracting Information Systems and Technology Branch (PKXD)

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WR-ALC/PKXD
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U.S. AIR FORCE

Integrity - Service - Excellence

PKXD Mission

- **Manage and support Contracting Information Systems and Technology**
- **Provide customer support to both PK home office and matrixed personnel**
- **Interface with HQ AFMC/PK and other organizations on Information Systems and Technology issues**
- **Strive for continuous process improvement by implementing new technology and electronic initiatives when appropriate to improve processes, reduce costs, and decrease acquisition lead-times in support of the war fighter**

Contracting Information Systems

- **Purchase Request Processing**
  - **Operational Contracting (PKO) – Automated Business Services System (ABSS) into Standard Procurement System (SPS)**
  - **Central Contracting (L_K) – Automated Purchase Request System (APRS) into Contract File Digitization System (CFD) (R2M) and in near future Automated Contract Preparation System (ACPS)**
- **Solicitation Preparation**
  - **Operational Contracting (PKO) – Standard Procurement System (SPS)**
  - **Central Contracting (L_K) – Automated Contract Preparation System (ACPS)**
- **Solicitation Publicizing**
  - **Federal Business Opportunities (FBO) (FedBizOpps)**
  - **PK Web Site (http://pkec.robins.af.mil/)**

Contracting Information Systems

- **Contract Preparation**
  - **Operational Contracting (PKO) – Standard Procurement System (SPS)**
  - **Central Contracting (L_K) – Automated Contract Preparation System (ACPS)**
- **Small Business Coordination, Legal/Policy Review**
  - **Contract File Digitization (CFD) (R2M)**
- **Contract Distribution**
  - **Navy/AF Interface (NAFI) (government only)**
  - **Electronic Data Access (EDA) (vendor access)**
- **Government Receipt, Acceptance and Payment**
  - **Wide Area Workflow (WAWF) (Begins March 2004)**
- **Contract Files**
  - **Contract File Digitization (CFD) (R2M)**

Contracting Information Systems

- **PK Web Site – http://pkec.robins.af.mil/**
  - **Information and Export Controlled Technical Drawings**
- **J041 – Acquisition/Due-in System**
  - **Transactions and Reports**
- **J018 – Contracting Information Data System (CIDS)**
  - **Queries and Reports using J041 data**
- **PC Software**
  - **MS WIN2000 OS (XP OS later this year)**
  - **MS Office 2000 (Office 2003 later this year)**
    - * **Outlook, Word, Excel, PowerPoint, Access, Project**
  - **Adobe Acrobat 5 Full Version (Electronic Forms and Scanning)**
  - **FormFlow and PureEdge (Electronic Forms)**
  - **ProSigner (Electronic Signature)**

Important Info

- **Please read and comply with all Security Notifications**
- **Security Patches are loaded automatically when logging on to your PC via logon scripts and AAIM Tool. Let these updates complete before using your PC (DO NOT CANCEL/ABORT)**
- **If your logon process reports NOT-COMPLIANT, Call PKXD**
- **Do not install any hardware or software unless you receive direction or permission from PKXD**
- **If you bring files to work from outside the base on floppy or CD, you must scan for viruses before using**
- **Although auto virus protection is enabled, it is a good idea to do a full PC scan occasionally**
- **If your PC is infected with a virus, disconnect network cable and call PKXD immediately**

Important Info

- **Read PK EMAIL Bulletin Board at least daily**
- **Save your user files under PK directory on C: drive**
- **Backup your user files often to server using PK Backup ICON or to a CD using CD software**
- **Warning: not all CD drives and software are compatible**
- **Logoff PC (not restart or shutdown) at end of workday but do not power off CPU (you should power off monitor if power save is not enabled)**
- **Keep your Common Access Card (CAC) with you always**
- **PK uses shared network printers. Personal printers are assigned only for special requirements**
- **When relocating within PK it is standard procedure to take your PC with you (Exception: LXK in Bldg 350) (Do not move printers without PKXD permission)**
- **Think and work Paperless (Less paper) whenever possible**

Important Info

- **Government computers, software, email and Internet access are for Official Business Only**

PKXD Staff

- **Phil Gladney 2-1051 Branch Chief**
- **Barbara Davidson 2-1053 Secretary - ID/Password for E-mail/NAFI/FBO**
- **Doug Cochran 2-1071 ACPS - NAFI - EDA (ACPS ALT Henry Goswick PKPB)**
- **Kevin Kennedy 6-5993 SPS**
- **Peggy Bezold 2-1072 CFD/R2M – Electronic Signature/ProSigner**
- **Debbie Knight 2-1055 J041 – other Legacy Systems**
- **Janice Nalley 2-1056 J041**
- **Dale Channel 2-1054 J018 – MS Access – MS Excel**
- **Steve Clark 6-6193 PK Web Site -– FBO - Technical Drawings**
- **Joe Gill 2-1065 Security/Hardware/Software/Network**
- **James McCranie 2-1064 Security/Hardware/Software/Network**
- **Jeff Rosner 2-1069 EMAIL - Laptops - Hardware/Software/Network**
- **Barbara Lambert 2-1066 Hardware/Software/Network - PC Inventory**
- **Mondo Menchaca 2-1060 Hardware/Software/Network**
- **Michael Hess 6-0252 Electronic Source Selection - Bldg 376 PC Support**
- **Glynn Hartley 6-6193 Server Administration**

Work Area TASOS

- AE 6-0252 Michael Hess, TASO
- LAK 6-7316 Joey Walker, Primary TASO
- LBK 6-7353 Lt. Mark Dillinger, Primary TASO
- LEKV 67851 x 173 Larry Schofil, Primary TASO
- LEKA 6-7702 X 189 Cynthia James, Primary TAS
- LEKS 6-7851 X 111 Beckie King, Primary TASO
- LFK 6-2765 Don Harvill, Primary TASO
- LJK 6-9651 Gordon Abney, Primary TASO
- LMK 6-0872 William (Bill) Downs, Primary TASO
- LXK 6-8398 Vern Hockenberry, Primary TASO
- LUK 6-7270 William (Bill) Walton, Primary TASO
- LSK 6-7070 Keith Echols, Primary TASO
- LSK 6-2329 William (Billy) Davidson III, Primary
- PK(3) 6-8773 Jerry Brown, Primary TASO
- PKF 6-0873 Carol Hall, Primary TASO
- PKO/PKOS 6-5110 Jimmy Katsekis, Primary TASO
- PKOE 6-3191 Vicki Shepherd, Primary TASO
- PKPB 6-7118 Cassandra Tharpe, Primary TASO
- PKPF 6-7133 Dick Arrington, Primary TASO
- PKXA 6-5020 Keith Garrett, Primary TASO
- PKXO 6-1327 John Callahan, Primary TASO
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Conclusion

- **PKXD provides Contracting Information Systems and Technology management and support**
- **PKXD supports all contracting personnel, both home office and matrixed**
- **Call or email when you need assistance**
- **Questions?**